

## EMERGENCY MEDICAL SERVICES RELIEF SUPERVISOR

### **General Definition of Work:**

Performs difficult advanced technical work related to the administration of the County's emergency medical services program and performing the duties of an Emergency Medical Technician - Paramedic. Work is performed under the general supervision of the Emergency Medical Services Shift Supervisor. Supervision is exercised over subordinate departmental personnel.

### **Essential Functions/Typical Tasks:**

**Serving as assistant supervisor; performing roles of supervisor in the absence of EMS Shift Supervisor, responding to calls for emergency medical services; providing emergency medical care; driving; and overseeing the preparation and maintenance of records and files.** *(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Responsible for directing staff with substantial influence in hiring and disciplinary decisions.
- Oversees and coordinates the operation, maintenance, supplies, and records at the station.
- Responds to emergency and non-emergency calls; administers emergency medical care; transports victims to emergency care facility.
- Responds to calls involving medical conditions, trauma conditions, support operations, or other condition which might require basic or advanced life support.
- Determines extent of illness or injury, establishes priorities for required care, performs emergency medical care in accordance with established written guidelines and verbal instructions, transmits vital patient information and data to receiving medical care facility, and observes patient in route and administers additional care as needed.
- Performs treatment techniques to include airway management, intravenous (IV) therapy, drug administration, cardiac monitoring and defibrillating, electrocardiogram strip interpretation, and other basic and advanced patient care skills approved by the NC Office of EMS and the local medical director.
- Inspects advanced life support equipment and supplies daily, ensures proper maintenance and operation, and inventories supplies.
- Prepares reports and records for treatment, history, documentation, and legal accountability.
- Ensures adequate quantities of equipment and supplies are available and reviews and recommends equipment for acquisition.
- Performs the duties of Emergency Medical Services Shift Supervisor as assigned.
- Participates in continuing education and training through individual study, attendance, or presentation of scheduled training events.
- Performs related tasks and appointed responsibility as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the principles of anatomy and physiology; of the principles and techniques of emergency care, including diagnosis, proper treatment, and transportation; of equipment, protocols, and supplies employed in the emergency care of patients and victims of accidents; and of the street and road system and physical layout of the county. Skill in diagnosing a victim's condition and applying emergency medical care. Ability to understand and follow oral and written instructions; to keep records; prepare reports; and to establish and maintain effective working relationships with physicians, patients and their families, associates and the general public.

### **Education and Experience:**

Requires graduation from an appropriately accredited college or university with an associate degree in a related field, North Carolina Emergency Medical Technician - Paramedic Credential issued by the North Carolina Office of Emergency Medical Services and must be a National Registered Paramedic. Completion of EMS Management Training Institute or equivalent and National Incident Management System Incident Command System IS-400 training, the State Medical Assistance Team III (SMAT) training course, and two years of field experience at the Paramedic level including two years with Cabarrus County EMS. An equivalent combination of education, training, and experience may be considered. Initial Hazardous Materials training at the Operations level is required.

### **Physical Requirements:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 75 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne and airborne pathogens and may be required to wear specialized personal protective equipment.

**Special Requirements:**

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of all certifications for positions as required by the State of North Carolina and the department. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

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